

SULID

Site (Un)Loading Information Document

SITE SPECIFIC

A. OPERATING COMPANY

A1	Name	
A2	Street + number	
A3	Postal / Zip code	
A4	Town	
A5	Country	
A6	Contact person	
A7	Telephone number	
A8	E-mail address	
A9	Author of this document	
A10	Date of latest revision of this document	

B. GENERAL INFORMATION - SITE

B1	General safety, health, environmental and security requirements and information clearly displayed/communicated at the entry (e.g. traffic rules, PPE, smoking policy, emergency number, alarm procedure, etc.)	Yes	No	Comments (e.g. introduction video)			
B2	Minimum PPE requirements for entering the site	Safety Helmet (EN397)	Safety spectacles (EN166-3 with side protection)				
		Safety goggles (EN166)	Safety gloves (EN388)				
		Safety gloves (EN374)	Overall (EN533-EN1149/5- EN13034 type6)				
		Warning vest (EN471)	Safety shoes (EN20345S1/ EN20345S2)				
		Hearing protection (EN352)	Safety harness (EN361)				
		Other :					
B3	Languages spoken by (un)loading operators	English	French	Dutch	German	Spanish	Italian
		Polish	Other :				
B4	Transperanto used (ref. www.transperanto.org)	Yes	No				
B5	Location of site: industrial area, residential area, rural area						

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B6	Are there any vehicle access restrictions? (e.g. height, weight, size, routing)	Yes	No	Please specify:
B7	Is sufficient parking space for trucks available outside the fence?	Yes	No	
B8	Are toilets available to drivers?	Yes	No	

C. SITE RECEPTION AND DOCUMENTATION CHECK

C1	General site opening hours	From:	Till:	
		From:	Till:	
C2	Slot booking (un)loading applied ?	No	Yes	Tel/www:
C3	If slot booking is applied, is parking space available for early arrivals?	Yes	No	
C4	Rush hours on site	From:	Till:	
		From:	Till:	
C5	Latest time of arrival with guaranteed (un)loading the same day			
C6	Location of first reception of drivers	At the gate	At (un)loading location	At the plant
C7	Driver Identification	Official ID card	Company ID card	Other :
C8	Specify the documents needed to enter the site	Drivers license	European Cleaning Document	
		ADR training certificate	Pressure/vacuum tests	
		Certificate of analysis	Customs documents	
		ISOPA license	Certificate of Conformity	
		BBS certificate	ADR certificate of approval for vehicles carrying dangerous goods	
		Other :		
C9	Routing on site	Instructions given at the entry	Routing signs clearly displayed	Other :
C10	Are BBS guidelines for safe loading & unloading (see www.cefic.be) of road freight vehicles embedded in company procedures?	Yes	No	
C11	Will a sample be taken?	No	Yes	by Operator Surveyor Driver
		If drivers are taking samples: do supplementary procedures apply?		BBS-guidelines Others
C12	Sampling location	Top	Bottom	In-line

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C13	Do you ascertain that the correct goods (ADR and non-ADR) are unloaded by comparing the relevant information on the documents with the information on the packages, containers, tanks, vehicle, ...	Yes	No
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D. SITE INCIDENT MANAGEMENT

D1	Is an emergency system present and is it tested periodically?	No	Yes	Yes and tested every year
D2	Is a trained emergency response team available on-site?	Yes	Doctor	First aid team
		No, but readily available from outside	No	Fire brigade
D3	Is there a near-miss/incident reporting system in place?	Yes	No	

E. SPECIFIC INFORMATION OF (UN)LOADING AREA (to be completed for each product or group of products with identical (un)loading requirements)

E1	(Un)loading product(s) (include UN number(s) if applicable)			
E2	(Un)loading point (specific location)			
E3	Are several points of (un)loading present per site?			
E4	Specific PPE needed (EN-standard to be added) other than generally required PPE in B2	Acid/chemical suits		
		Visors		
		Breathing apparatus		
			Spec.:	
			Spec.:	
			Spec.:	
			Spec.:	
			Spec.:	

F. (UN)LOADING AREA / INSTALLATIONS / PROCEDURES (to be completed for each product or group of products with identical (un)loading requirements)

F1	Is the area under cover?	Roofed / well protected	Some protection	No protection
F2	Type of surface on which the (un) loading activity is taking place	Concrete	Bitumen	Gravel
F3	Is a spill containment present?	Yes	No	
F4	Is lighting present?	Yes	No	
F5	Available clearance height for (un) loading?	meter		
F6	Position of vehicle	Flat	Slight inclination	Very steep inclination
F7	Protection against vehicle movement	Wheel chocks/clamps/chains	Key / brake protection	No protection

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F8	Is vehicle reversing necessary? (excluding loading docks)	No	Yes, assisted by site operator	Yes, unassisted
F9	Driver Presence during (un)loading	YES, all the time	Only for (dis)connecting	NO
F10	Operator Presence during (un)loading	YES, all the time	Only for (dis)connecting	NO
F11	Is driver assistance required during (un)loading ?	YES	Only for (dis)connecting	Not at all
F12	Location of truck keys during (un)loading	In truck	With the operator	Key box
		Other:		
F13	Is shelter provided when the driver is required to stay out of his truck during (un)loading?	Yes	No	
F14	(Un)loading instructions available to the driver?	Yes	No	
F15	Is the truck (un)loading on a public road?	Yes	No	
F16	Is there traffic (trucks, FLT, pedestrians) close to the (un)loading area?	Yes	No	
F17	Is the connection clearly labelled?	Yes	No	
F18	Is the connection point locked?	Yes	No	
F19	Which couplings are used (type and size) (e.g. TW DN 80, SYM DN 80, etc..Guillemin, BSP, flange, Todo, Camlock,)			
F20	Are adaptors available?	No	Yes	Specify which adaptors are available:
F21	Sampling location: rear/middle/height and distance restrictions			
F22	The (un)loading point is designed for :	One compartment	Multicompartment	Tankcontainers
		Other :		
F23	Type of bulk (un)loading:	Pump	Compressor	Compressed air
		From operating company	From haulier	Dedicated
		Other :		
F24	If nitrogen is used and if so, are danger labels applied?	Yes	No	N/A
F26	(Un)loading pressure range (please clarify PSI, Bar, ...)	Minimum		
		Maximum		
F27	Bulk (Un)loading rate	M ³ /hr		

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F28	(Un)loading temperature	Minimum			
		Maximum			
F29	Way of (un)loading	Bottom	Top	Flexible hose	Loading arm
F30	Access to top (bulk equipment)	Fixed Gantry Mobile staircase Vehicle ladder with fall arrest harness and safe connection point Vehicle ladder without fall arrest harness and/or safe connection point Other (specify)			
F31	Work on top (bulk equipment)	Fixed Gantry with full fall protection Mobile staircase with safety cage Vehicle handrails with fall arrest harness and safe connection point Vehicle handrails without fall arrest harness and/or safe connection point No fall protection available			
F32	Height or range (min/max) of gantry		meter		
		Left access	Right access		
F33	Is a hose present?	From operating company		From driver	
F34	Hose lifting (e.g. manual, hoisting device, etc...) present if top(un)loading is applicable?	Yes	No		
F35	Hose length		m		
F36	Are other specific hose requirements applicable?	Special material	Additional length	Special gaskets	
		Conductivity test			
		Other :			
F37	Is vapour return used?	Yes	No		
F38	If vapour return is used, are hoses present?	Yes	No	N/A	
F39	Size of connection for vapour return				
F40	Is vacuum protection (relief valve) available if vapour return is used? (e.g. low pressure trip, low vapour return flow trip, etc..)	Yes	No	N/A	
F41	Is depressurising possible (when needed) (describe how it is done)?	Yes	No	N/A	Describe:
F42	Is there an emergency stop for fixed installation?	Yes, in the discharge area and at safe distance Yes, only in the discharge area Not present			
F43	Does the site require vehicles to be equipped with a remote control on the bottom valve?	Yes	No		
F44	Earthing required (Red/green light system applicable)?	None	Only earthing	Earthing with warning system	
		Earthing with interlock			

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F45	Is the equipment checked before and after (un)loading including covers, valves, openings, ...?	Yes	by	Operator	Driver	Both	No
F46	Is the available capacity of receiving tank (vehicle) physically checked ?	Yes		No			
F47	Is the vehicle tank checked for pressure before opening of manhole?	No		Yes, by driver		Yes, by operator	
F48	Is the internal cleanliness checked by an operator when safe to do so?	Yes		No			
F49	Is presence of residue checked by an operator when safe to do so?	Yes		No			
F50	For loading : Special cleaning requirements	No		Yes :			
	Forbidden previous load	No		Yes :			
F53	Size of receiving tank?			m ³			
F54	Is the receiving tank equipped with a high level alarm?	Yes		No			
F55	Is the high level alarm properly set to allow sufficient response time and is it regularly tested?	Yes		No			
F56	Does the high level alarm/trip automatically stops the unloading operation?	Yes		No			
F57	How is the emptying of the hose been guaranteed?	Purge possible with :					
		Other :					
F58	Is there a non-return valve present in the (un)loading line?	Yes		No			
F59	Do the vehicle connections require sealing?	Yes		No			
F60	If sealing is required by whom is it done?	Operator		Driver	Surveyor	NA	
		Other :					
F61	Is there an emergency shower/ eye wash available and is it fit for purpose in all weather conditions?	Yes		No			
F62	Distance safety shower from point of (un)loading			meter			
F63	Is there running water available near (un)loading point?	Yes		No			
F64	Is there a fire extinguisher present near (un)loading point?	Yes		No			
F65	Is (un)loading done on a weighbridge?	Yes		No			
F66	Is a calibrated weighbridge present at the site?	Yes		No			

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